

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1883

TITLE: INFORMATION TECHNOLOGY PROJECT MANAGER III

GRADE: S-32

DEFINITION:

Under limited supervision, manages and coordinates the activities of a group of professional, technical, and contract employees involved in the design, development, and implementation of a new information technology project or a major enhancement of an existing system or technology infrastructure; the project is budgeted at over ten million dollars and is expected to impact several County agencies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is managerial/supervisory work ensuring the effective project management of a large development project or extensive enhancement project. It is distinguished from the Information Technology Project Manager I and II by the size of the project, based on budgeted funds and the expected scope of the project's impact. An Information Technology Project Manager III typically oversees a project that is budgeted at over two million dollars and whose impact is expected to extend to several County agencies.

ILLUSTRATIVE DUTIES:

Plans, organizes, and directs the activities of a very large group of professional, technical, and administrative personnel (both employees and contractors) in the design, development, and installation of a new applications system of major enhancements;
Plans, manages, coordinates, and controls complex work tasks;
Provides guidance, technical assistance, and training to subordinate staff through formal and informal evaluations;
Provides work-related counseling as needed;
Arranges for special technical training, as needed;
Manages contracts;
Prepares budgets and oversees expenditures related to project;
Prepares reports and recommendations;
Selects project leaders for various development phases and assigns staff to various efforts;
Establishes systems development schedules, priorities, and standards;
Confers with development staff to monitor progress and problems;
Prepares progress reports;
Evaluates computer hardware, software, and related information resource technology;
Assures that system design and development meets the needs and requirements of user agencies;
Assures effective communication and coordination among all involved in or affected by the project;
Assures effective system documentation;
Serves on special committees and task forces as needed;
Undertakes special projects;
Oversees RFP process related to the project.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of modern methods and techniques of information systems project management;

Thorough knowledge of the capabilities and requirements of various computer and/or telecommunications/network platforms functioning in centralized, distributed, client server, and stand-alone operating environments;

Thorough knowledge of multi-platform computer programs and/or large scale telecommunications network design and configuration;

Thorough knowledge of the principles of systems analysis and programming;

Thorough knowledge of effective supervisory practices, methods, and techniques;

Skill in communicating technical ideas clearly and in translating user information requirements for effective system use;

Ability to translate technical terminology in terms understandable to management and employees;

Ability to make decisions based on factual data and to evaluate the progress or success of computerized projects and systems;

Ability to monitor program development and thoroughly document necessary system modifications and enhancements;

Ability to plan, organize, coordinate, assign, and evaluate the work of subordinate staff;

Ability to establish and maintain effective business relationships;

Ability to use project management software to schedule projects and monitor progress.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Possession of a bachelor's degree in computer science or a related field and specific training in project management; PLUS

Five years' experience in systems design, development, and maintenance; two years of which must have been as project manager in a complex information systems environment including supervisory responsibility for internal and contractor staff.

CERTIFICATES AND LICENSES REQUIRED:

None.

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NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: April 16, 2002
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